APPENDIX I

Vol. 33, No. 32 August 9, 1974

THE LIBRARY OF CONGRESS
SEMI-ANNUAL PROGRESS REPORT FOR JANUARY 1-JUNE 30, 1974
ON THE EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR
AFFIRMATIVE ACTION FOR FISCAL YEAR 1974

During this reporting period, the Library of Congress made significant progress toward completing the objectives set forth in the Fiscal Year 1974 Affirmative Action Plan and developing the Affirmative Action Plan for Fiscal Year 1975. These accomplishments are reported under the following headings: REPORT ON FY 1974 MAJOR OBJECTIVES, DEVELOPMENT OF THE FY 1975 AFFIRMATIVE ACTION PLAN, and CONTINUING EQUAL OPPORTUNITY PROGRAM ACTIVITIES.

REPORT ON FY 1974 MAJOR OBJECTIVES

Objective 1: Establishment of an Affirmative Action Coordinating Committee

This committee was set up to maintain a Library-wide overview of the Affirmative Action Program, provide interdepartmental coordination of activities under the Program, and to advise the Librarian on the status and effectiveness of all initiatives undertaken to promote equal employment opportunity in the Library. The Coordinating Committee served the Affirmative Action Program particularly well during Fiscal Year 1974 by providing a cohesive administrative mechanism for carrying out and coordinating the program in each of the Library's Departments. In addition, the Coordinating Committee was instrumental in arranging additional financial support for the program (e.g. $23,000 for Tuition Support) and for providing a representative collective "ear" for gathering inputs and comments on the Program from throughout the Library. The Coordinating Committee also played an important role in the development of the Affirmative Action Plan for Fiscal Year 1975.

Objective 2: Initiation of a Training and Performance Agreements Program

This program, the basic component of the Library's Upward Mobility Plan, was designed to give competent employees who lack certain academic credentials opportunities to perform in higher-level positions after receiving appropriate training at Library expense. Thirty-five employees were selected for this program during Fiscal Year 1974; nine more than the Plan's goal of 26. (Two of the selected employees resigned from the Library during the year; thus thirty-three were in the program at the end of the fiscal year.)

This program achieved essentially what was expected of it during its first year of operation. Since each Department administered its own program, several different program management approaches were tried, and the experiences gained will provide the basis for improving the program in the future.

Objective 3: Evaluation of the Library's Tests and Qualifications Requirements for Job Relatedness

An outside consulting firm was hired to evaluate Library tests. As a result of the evaluations, those tests that did not meet required standards of objectivity were discontinued pending correction. Test administration was centralized in the Personnel Office, and a new Personnel Research position was established in the Personnel Office as part of the Library's continuing effort in this area. Applications are now being solicited for this position and it is expected that the position will be filled before September, 1974. The Personnel Research Specialist will also manage the Library's study of qualifications requirements.

Objective 4: Career Counseling and Tuition Support

The Affirmative Action Plan required that each employee in the Library's Tuition Support Program receive career counseling and have a Career Development Plan. Thus all employees participating in this program received individual counseling and now have Career Development Plans. The Training Office also administered Aptitude and Interest Tests to 19 employees who requested them.

DEVELOPMENT OF THE FISCAL YEAR 1975 AFFIRMATIVE ACTION PLAN

On January 8, 1974, the Library began the planning and development process that resulted in the Fiscal Year 1975 Affirmative Action Plan. The process was designed to involve the Library staff at all

planning stages. The planning process included the following: a review of Departmental operating experiences under the FY 1974 Affirmative Action Plan; an invitation to all staff organizations and interested persons to present their proposals for the Fiscal Year 1975 Plan in open hearings; an opinion survey which gave all employees some opportunity to participate in the planning process; and provision for all staff organizations to comment on and criticize all drafts of plans proposed for Fiscal Year 1975.

Review of Departmental Experiences

Each Departmental representative on the Affirmative Action Coordinating Committee, the Committee member representing the Equal Opportunity Office, the Spanish Coordinator, and the Federal Women's Program Coordinator, were interviewed individually by the Assistant Director of Personnel for Equality Programs and four other members of the Personnel Office. The in-depth interviews covered a wide range of issues and problems relating to the administration of equal employment programs at the Library of Congress, including goals and objectives of the program, roles of the Departments in Affirmative Action, processing complaints of discrimination, collection and utilization of employment statistics, program funding, and requirements for special studies. The information obtained during these interviews was summarized and distributed to Departments and staff organizations for study and comment. This review provided a significant input to the planning for the FY 1975 Affirmative Action Plan.

Affirmative Action Hearings

On February 8, 1974, the Librarian issued Special Announcement 623 ("Affirmative Action Planning for Fiscal Year 1975") in which he invited each staff organization and individual staff member to present their proposals for inclusion in the FY 1975 Affirmative Action Plan and to discuss them in open hearings before the Affirmative Action Coordinating Committee. The Hearings were held on February 28 and March 1, 1974. Five staff organizations met with the Committee (Administrative Department Human Relations Committee, Reference Department Human Relations Committee, AFSCME Local 2477, the Library of Congress Professional Association, and the Processing Department Human Relations Committee), as did nine individual employees. The Hearings were tape-recorded and later transcribed, summarized and distributed to all Departments and staff organizations. The views and proposals presented during those hearings received full consideration in the subsequent development of the Affirmative Action Plan for Fiscal 75.

Discussions of Draft Plans of Action

On April 10, 1974, the Assistant Director of Personnel for Equality Programs distributed a Discussion Draft of the proposed FY 1975 Affirmative Action Plan to Departments and staff organizations for comment. The document reflected the information gathered during the review of Departmental experiences and the Affirmative Action Hearings, the views of Department Directors, and other Library employees and officials. The purpose of the discussion draft was to provide a basis for serious dialogue prior to the development of an Official Draft (for which approval would be sought). The Assistant Director of Personnel for Equality Programs and his staff met with each Department, members of the Affirmative Action Coordinating Committee, representatives of each Human Relations Committee, the Library of Congress Professional Association, officers of AFSCME Local 2477, and the Black Employees of the Library of Congress, in an effort to obtain agreement on a final "official draft".

Comment on Proposed Official Draft

On May 16, 1974 the official draft of the FY 1975 Affirmative Action Plan was distributed to each Department and staff organization for written official comment.

Approval of FY 1975 Affirmative Action Plan

After consideration of all official comments, the final Affirmative Action Plan for FY 1975 was submitted to the Librarian for approval. The Plan was approved on June 5, 1974 and was first published in the Library of Congress *Information Bulletin* of June 21, 1974.

CONTINUING EQUAL OPPORTUNITY PROGRAMS

The following briefly summarizes progress in continuing equal opportunity programs during the last half of the fiscal year.

Federal Women's Program

The Federal Women's Program was involved in the following activities for the period January-June, 1974:

STATISTICAL SURVEY INITIATED. The Federal

Women's Program Coordinator initiated a statistical study of the status of women in the Library of Congress, including the participation of female employees in training and promotion programs, tuition support, management training, and attendance at professional meetings. Departments were also asked to identify job categories in which women represented less than 25 percent of the employees, and percentages of women at each grade level, by Department.

ESTABLISHMENT OF FEDERAL WOMEN'S COMMITTEE. The Library of Congress Federal Women's Committee was established to assist and advise the Federal Women's Program Coordinator in the development and implementation of the women's program at the Library. One member and an alternate were selected from volunteers to represent each of the six Departments and the Office of the Librarian. The Committee met on May 16 and June 4, 1974.

SEMINARS PLANNED. Preliminary planning was begun for seminars to be held this fall for Library management and Federal Women's Program Committee members. Tentative topics are: "The Current Status of Women in American Society"; "Women in the Federal Service: Prospects for the Future," and "Management's Responsibility for Training Women."

Orientation, Training and Educational Programs Designed to Provide a Maximum Opportunity for Employees to Advance so as to Perform at Their Highest Potential

TYPING AND SHORTHAND CLASSES. One hundred and twenty-eight (128) employees completed typing and shorthand courses conducted by the Training Office.

FOREIGN LANGUAGE TRAINING. Six-week training courses in German, French, Spanish, and Russian have been developed and taught to Library employees. These courses are "task-oriented" and structured to fit the needs of the employees. As of July 1, 1974, 103 Library employees had completed training in a language.

TUITION SUPPORT PROGRAM. Employees continued to take advantage of the Library's Tuition Support Program in increasing numbers. During the first half of the fiscal year, 119 employees attended local colleges and universities under this program; during the second half, 57 more employees participated, bringing total participation for the year to 176. Program costs for the fiscal year totaled $46,134.

GED PROGRAM. The Library entered a new one-year contract with the Graduate School of the U.S. Department of Agriculture to provide training to employees who want high school equivalency diplomas.

PUBLIC SERVICE CAREERS PROGRAM. This program was phased out during this reporting period and replaced by a new program managed entirely by the Library of Congress. The new program, renamed GUSTI, (Greater Utilization of Skills and Training for Individuals) is also designed to help participants pass the LC clerical test. Target positions are at the GS-2 and GS-3 levels.

To date, 49 persons have participated in the GUSTI program. Of these, 11 are currently in training, 26 have completed training, and 12 have dropped out.

Counseling and Advisory Services With Respect to Career Advancement and Effective Employee Utilization

CAREER COUNSELING. On February 27, 1974, the Librarian announced a new Career Counseling Service, staffed by professional counselors, which would be conducted by the Training Office in conformance with the Affirmative Action Plan for 1974. This service provides general counseling on training and educational courses, programs and resources, as well as special career counseling and testing of interests and aptitudes. Sixty (60) employees were counseled under this program during this reporting period.

Communication About the Equal Employment Opportunity Program

AFFIRMATIVE ACTION NEWSLETTER. The newsletter, *Affirmative Action News*, was published once. Articles were included concerning new affirmative action trainee positions, the hearings on the affirmative action plan for fiscal year 1975, a proposal for a Federal Women's Program Committee, and the appointment of a Spanish Coordinator to the Affirmative Action Coordinating Committee.

LIBRARY OF CONGRESS INFORMATION BULLETIN ARTICLES. Between January 1 and July 1, several articles appeared in the *Bulletin* on equal employment opportunity matters. These included: A report on the designation of Federal Women's Program Committee members; the Library of Congress Equal Employment Opportunity Plan of Affirmative Action for fiscal year 1975; reports on a workshop for affirmative action trainees; and appointments under the affirmative action program in the Processing Department.

AFFIRMATIVE ACTION TAPE-SLIDE PRESENTATION. A ten-minute tape-slide presentation which

described the several objectives and programs of the Library's Affirmative Action Plan was developed and shown to more than 1,300 Library employees. A question and answer period following each showing afforded employees additional opportunities for questioning and commenting on various program facets.

MEETINGS WITH EMPLOYEES AND EMPLOYEE ORGANIZATIONS. The Assistant Director of Personnel for Equality Programs and his staff continued to meet with staff organizations and other employees to exchange views and information on equal employment opportunity in the Library. During the planning process for the fiscal year 1975 Affirmative Action Plan, draft plans were discussed with all interested employee groups.

AFFIRMATIVE ACTION SURVEY '74. This year's survey focused on communication about affirmative action in the Library. Nearly 1,900 employees returned usable questionnaires. The results of the survey will be publicized throughout the Library and will, in the future, provide a basis for improved communications about affirmative action in the Library of Congress.

Solicitation of Views and Proposals From Interested Parties Concerning Action Elements in the Plan

On February 8, 1974, the Librarian, in a Special Announcement, invited all Library employees, employee organizations, and other interested parties to participate in the affirmative action planning process by providing written comments and proposals for the Fiscal Year 1975 plan and/or meeting with the Affirmative Action Coordinating Committee to present proposals or comments orally in open hearings. Most staff organizations and several individual employees accepted the Librarian's invitation and met with the Committee during two days of open hearings. Subsequently, a transcript was made of the hearings and made available to all interested persons. The hearings proved highly successful in terms of providing valuable employee input to the affirmative action planning process and a useful exchange of views between the Coordinating Committee and other Library employees.

Employee Services and Community Relations

HEALTH SERVICES. A heart disease risk evaluation program was initiated in April 1974. As of June 30, 1974, about 800 staff members had requested the evaluations, and 239 men and women had been provided evaluation and consultation. Priority in evaluation was given to employees whose age and history were suggestive of higher risk. About 10 percent of the evaluations showed conditions warranting referral to a private physician, and two employees were hospitalized directly. The program will continue indefinitely at the rate of 24 evaluations per week.

The pre-employment medical examination program will be continued for persons applying for certain of the most physically rigorous jobs in the Library.

CARPOOLING. In January 1974, the Library staff was invited to participate in a computerized carpool locator program established by the Committee on House Administration, House Information Systems, for Congressional employees and others working on Capitol Hill. Participation was voluntary. Carpool Enrollment Forms were sent to each Library staff member and were keyed to two grid maps, which were used to pinpoint home locations on the enrollment forms. Since the inception of this program, 469 Library employees have submitted Enrollment Forms to take advantage of the carpool program. This is 53 percent more than the figure established under the Library's previous carpool program in 1972. The Congressional carpool program is expected to continue indefinitely.

SHUTTLE BUS SERVICE. The Library of Congress obtained authorization to provide transportation for members of the staff between the fringe parking area located in the vicinity of RFK Stadium and Capitol Hill. Effective June 17, 1974, shuttle bus service began operating, departing in the morning at 7:40 a.m. from the entrance to the RFK Stadium Free Fringe Parking Area and in the afternoon at 4:40 p.m. from the Main Building Shuttle Bus Station. Staff members using the service are required to show their LC employee building pass when boarding the bus. Since the resumption of this service, on the average, the shuttle has transported 133 passengers per week from the Stadium to the Library, and 135 per week from the Library to the Stadium.

Program for Review, Counseling, and Appeal of Complaints or Charges of Discrimination on an Informal or Formal Basis

COMPLAINTS OF DISCRIMINATION. At the beginning of the latter half of fiscal 1974, 17 complaints were pending. During January-June 30, 1974, 56 complaints were received in the Equal Opportunity Office, making a total of 73 complaints. The breakdown of 47 of the 73 complaints is as follows:

Race	*Color*	*Religion*	*Sex*	*National Origin*
39	0	1	1	6

Twenty-six grievants did not allege discrimination in any of the above-mentioned categories but complained about certain management problems which were brought to management's attention and resolved satisfactorily. Fifty-three complaints were resolved by Counselors; seven by Officers; six by the Deputy Librarian; and seven were pending at the close of fiscal 1974.

Qualifications and Training Relating to Equal Employment Opportunity for Officers Responsible for the Library's EEO Program

During this reporting period, four (4) staff members of the Equal Opportunity Office attended a Civil Service Commission course entitled "EEO: Affirmative Action Plans." The Equal Opportunity Coordinator also completed a CSC course on "Labor Relations for EEO Personnel."

FEDERAL WOMEN'S PROGRAM TRAINING. The Federal Women's Program Coordinator attended courses sponsored by Federally Employed Women (FEW) on "Using Statistics for the Federal Women's Program," and by the Women's Training and Resources Corporation and Trinity College on "Breaking Barriers Through Speech." Two FWP Committee members also received training: one participated in a Civil Service Commission course on "The Federal Women's Program Coordinator; a Symposium," and another member attended a seminar offered by the National Civil Service League on "Women in the Public Service."

APPENDIX II

CONTINUING REPORTS ON THE ALA ANNUAL CONFERENCE
New York, N.Y., July 7-13, 1974

MARC USERS DISCUSSION GROUP

The Users Discussion Group met at 10 a.m. on Monday, July 8, under the chairmanship of James Rizzolo, New York Public Library. Mr. Rizzolo called on Henriette D. Avram, Chief of the MARC Development Office, Library of Congress, to bring the group up to date on developments at the Library of particular interest to MARC users. Mrs. Avram discussed several activities including the request for funds to expand MARC coverage to additional languages beyond those presently covered (English and French), work now under way to provide for the distribution of name authority records in machine-readable form, the consideration of a proposal to distribute, on an experimental basis, machine-readable bibliographic records from other libraries, the development of cathode ray tube terminals compatible with IBM equipment and with full library character set to be used in the Library of Congress, and plans now under way to investigate the feasibility of distributing the eighth edition of *Library of Congress Subject Headings* in microform (subject to approval by the Joint Committee on Printing). There followed a question-and-answer period on some of the topics discussed by Mrs. Avram.

Mr. Rizzolo announced the availability at the meeting of a sample microfiche and accompanying hard copy showing in detail the graphics for diacritics developed by Information Graphics, Inc. of New York for the New York Public Library for use in Computer Output Microform (COM) processing. The diacritics are those in the ALA character set which was developed for processing bibliographic records in machine-readable form.

The meeting was then turned over to David Weisbrod, Yale University Library, who gave a report on the activities of a group that has recently become known as the Conference to Explore Machine-readable Bibliographic Interchange (CEMBI). CEMBI has grown out of a series of meetings sponsored by the Council on Library Resources beginning in December 1972. (For a previous report on CEMBI's

activities, see the LC *Information Bulletin*, Appendix II, January 11, 1974 or *Cataloging Service*, Bulletin 108 (April 1974), pp. 26-30. Members of the group are individuals drawn from agencies involved in processing machine-readable bibliographic information. In its early deliberations, the Conference considered whether the stage was set for the interchange or bibliographic information so as to form a comprehensive data base. It was soon discovered that there was not agreement as to what interpretation a local library should put on *Books: A MARC Format* when inputting records locally. This was revealed in a survey conducted to ascertain whether an acceptable subset of data elements could be established. The conclusion of the Conference was that institutions, considered collectively, need the full complement of MARC data elements. Since that time, CEMBI's deliberations have focused on three specific areas in which it soon hopes to make recommendations to the library community. Position papers have been prepared on these topics, with the papers undergoing various forms of revision.

The first position paper addresses the matter of the cataloging source of a record and the agency providing its transcription, that is, its conversion into machine-readable form, both matters of significant interest to a receiving library. Additional codes are being proposed for use in byte 39 of the 008 field of the MARC format to indicate information about the source of a record. Additional subfield codes in variable field 040 (cataloging source) will be proposed to identify specifically the cataloging library and the transcribing library. NUC symbols are suggested as the means of identifying specific libraries. A technique for indicating any changes or modifications made by a transcribing library is also under consideration.

The second position paper considers the matter of holdings information, an important item in the ability of libraries to share resources, and one which has not been emphasized in discussions on the interchange of records until relatively recently. The 050 field is presently used to indicate Library of Congress holdings in the form of a Library call number. Other fields are used for the call number of the transcribing library. CEMBI proposes a new field, tag 850 (holdings tag in the MARC serial format), for the book format to be used for holdings of libraries other than those of the transcribing library. There would be a repeatable "a" subfield for each holding library. The holding library would be represented by its NUC symbol. Mr. Weisbrod indicated that there had been extensive discussion as to whether the holdings information should be call number specific. Lacking agreement, the Conference has decided to fall back to the position described above, which is similar to the current NUC scheme.

The third position paper considered the issue of a means of indicating in a machine-readable record the degree of its completeness with respect to the content designation of the record (assignment of tags, indicators, and subfield codes), assignment of values in fixed fields, and the accuracy of the mechanical recording of the record (presence or absence of garbled characters). The discussions have centered around the applicability and use of a "fill character." A standard now exists for machine-readable bibliographic records which provides for fixed fields and variable fields and assumes full bibliographic treatment, as well as accuracy in the mechanical recording of the record. Inevitably, there will be instances in which agencies create machine-readable records to be used in applications that do not require full-blown records either with respect to full bibliographic treatment or with respect to degree of detail of content designation.

Full bibliographic description is a function of human activity outside the technical and mechanical processes of conversion to machine-readable form, and the degree of fullness is implicit in the data elements that make up the record. There is a need, however, for a means of indicating degree of detail of content designation and assignment of fixed field values. The means of indicating this should be apparent and self-defining within the record; this is the purpose of the fill character. Thus a fill character in a fixed field would signal the fact that no values had been assigned as a matter of deliberate policy instead of its being overlooked as a result of an error when the record was created. A fill character in a tag would indicate the degree of specificity of tagging. For example, a tag consisting of 1FCFC (fill character) would indicate that an agency has specified main entry but has gone no further in detailing the kind of entity used as main entry. Finally, the fill character would be used in the record whenever there was a need to indicate that a character had been garbled in the mechanical recording or transmission of the record. Thus, the fill character must be unique, one that would not occur as a legitimate character in bibliographic data. The ASCII value for the vertical bar is being proposed as the fill character. Use of byte 19 of the leader is also being proposed as a means of indicating the presence or absence of at least one fill character in a record.

Mr. Weisbrod indicated that the use of a fill character is not intended to encourage non-standard records but is a technique for unambiguously indicating a specific condition which would be a means of forewarning a receiving agency. It would be up to each receiving agency to assess the value of using records containing fill characters. Following Mr. Weisbrod's report, there ensued a lively discussion of some of the issues raised. One of the questions asked was whether CEMBI had considered the effect the fill character would have on contributing to the creation of substandard records. Mr. Weisbrod suggested that what CEMBI had done was to propose a viable means of noting the fact of varying degrees of completeness in records. Another comment heard was that it appeared to be not so much a matter of "substandard" records as one of differing degrees of specificity.

John Kontz, the California State University and Colleges, reported briefly on a survey taken of MARC subscribers with respect to matters relating to inventory control. He also drew the attention of the group to an article in the June issue of the *Journal of Library Automation* outlining the activities of the ISAD Committee on Technical Standards for Library Automation (TESLA), and passed out forms to be used in handling both "reactive (originating from the outside) and initiative (originating from within ALA) standards proposals to provide recommendations to ALA's representatives on existing, recognized standards organizations." [*Kay D. Guiles*]

SRRT TASK FORCE ON WOMEN

What options are available to a woman who believes that she is being discriminated against? At the program meeting of the SRRT Task Force on Women, a panel of specialists from various government agencies and a private attorney responded to this comprehensive question.

The first speakers included government representatives from the Equal Employment Opportunity Commission, the Office of Civil Rights, the New York City Human Rights Commission, and the New York State Division of Human Rights. Although none of these agencies deals solely with discrimination against women, each representative outlined her agency's jurisdiction, mandates, and procedures. Briefly, the agencies deal with discrimination against individuals or groups in the areas of employment, public accommodation, and housing. They draw their power to a great extent from the Civil Rights Act of 1964 and successive legislation. After a complaint is filed and investigated, a determination is handed down. Retaliation is forbidden by law. If found guilty and if no conciliation is reached, the accused can be brought to trial. Investigative procedures range from making statistical studies to taking eyewitness testimony.

The final speaker, a private attorney, completed the picture. She criticized the slowness of bureaucratic procedures and spoke of the problems of harassment and retaliation which resulted from this time lag. When civil rights laws prove impossible to enforce, the private attorney described how she often attacked discrimination from unusual angles, such as suing for libel.

A bibliography on women and the library was distributed, and a tape recording of the program will be made available to all those who send a blank cassette to the SRRT Task Force on Women.

[*Patricia Pasqual*]

INTERLIBRARY LOAN COMMITTEE

The Interlibrary Loan Committee of the Reference and Adult Services Division met on July 8 and 9. Virginia Boucher, chairman of the committee, reported on developments affecting interlibrary loan since the Midwinter Meeting. The project for the feasibility study on the revision of Gregory's *American Newspapers, 1821-1936*, under the direction of Gale Peterson of the Organization of American Historians, has concluded that a mere revision is insufficient to meet the research needs of the libraries and organizations consulted. It is proposed that the reissue expand the Gregory definition of "newspaper" and include holding statements of both originals and microfilm. Funding of considerable magnitude would be required if the project is to proceed. The committee noted with approval the action of the Association of Research Libraries in rejecting the proposal to impose a uniform fee for interlibrary loans from member libraries. ARL did, however, adopt a resolution that supports member libraries that feel it necessary to charge for interlibrary loans.

The Interlibrary Loan Policies Directory, being compiled by Sarah Katherine Thomson, has been approved for publication by the Association. Questionnaires have been sent to nearly 300 libraries, and it is expected that the directory will be issued early in 1975. It is hoped that having information concerning the loan policies of the major lending libraries available to requesters will materially reduce the number of unfilled interlibrary loan requests. This directory, strongly endorsed by the committee, will join Miss Thomson's *Interlibrary Loan Procedure Manual* as a necessary tool for any interlibrary loan operation.

The National Interlibrary Loan Code has been under fire by several groups as being restrictive and/or discriminatory. The latest charge is that it is unfair to high school students and undergraduates and discriminates on the basis of age. While any action taken by the committee will have little effect on the lending policies of the major research libraries, a subcommittee was appointed under the chairmanship of Alice E. Wilcox to consider broadening the base of the code and to emphasize the positive aspects of lending rather than the generally accepted restrictions.

Robert W. Schaaf, Library of Congress, a new member of the committee, reported on the *Register of Additional Locations* to be published at the end of this year with the quinquennial edition of the *National Union Catalog* and the plans for the annual publication of an expanded register.

The committee expressed its concern regarding recent developments in the copyright field and emphasized the fact that interlibrary loans did not reduce the number of subscriptions to serial items, but rather was used when material was no longer available from the publisher. [*Legare H. B. Obear*]

RTSD CCS SUBJECT ANALYSIS COMMITTEE AND SUBCOMMITTEE ON SUBJECT HEADINGS FOR CORRECTIONAL MATERIALS

The Subject Analysis Committee of ALA/RTSD/CCS met in two sessions on July 8 and 10, with Nancy Williamson of the University of Toronto Library School as chairwoman. Clare Ryan of the University of New Hampshire reported to the group as a representative of the Dewey Editorial Policy Committee (DEPC). Among the items mentioned were the initiation of an exchange between the Library of Congress Decimal Classification Division and the editors of *Canadiana* (National Library of Canada) on the interpretation and application of the Dewey system (paralleling the type of relationship already existing with the *British National Bibliography* and the *Australian National Bibliography*); the participation of the British Library Association in a project on revising the Dewey music schedule; revisions for the life sciences and sociology sections of the Dewey schedule, which are in the hands of the DEPC; criticism of the index to the 18th edition that has generated a study of its shortcomings; and an attempt to eliminate sexism in schedule captions. Miss Williamson reported on the Indexing in Perspective seminar held in Toronto in June. This is one of a series of indexing seminars sponsored jointly by the Subject Analysis Committee and the National Federation of Abstracting and Indexing Services; they are workshops intended for practical guidance in indexing and are not theoretical discussions of the subject approach to materials. The committee voted to continue sponsorship of the seminars if NFAIS desires to organize them. The items which aroused the most manifest interest and accounted for the large attendance at the second meeting concerned the use by the Library of Congress of the term "Negroes" and of sex-biased terms in its subject-heading system. The first issue was raised by the Black Caucus of ALA; a resolution was adopted by the committee urging the Library of Congress to give priority to considerations of changing the form of the subject heading as soon as a recommendation is received from the Black Caucus whether "Blacks" or "Afro-Americans" is preferred as a substitute for Negroes. The second question was presented in the form of a brief by Joan Marshall of Brooklyn College, who acknowledged that the Library was making some changes designed to eliminate sex bias in older subject headings but felt that this type of change should be done more rapidly and on a "project" basis. The committee accepted Miss Marshall's point of view to the extent of adopting a resolution that the Library of Congress should make the necessary changes to assure unbiased headings with all due haste. Among other views expressed at the meetings was that of Miss Williamson that the committee needed to lay more stress on classification instead of dealing so predominantly with subject headings; there was also a suggestion from Sanford Berman that the Resources and Technical Services Division should be encouraged to provide greater representation for public and school libraries in the membership of all the committees of the division.

The Subcommittee on Subject Headings for Correctional Materials held two sessions with Allen Cohen of Pennsylvania State University presiding. The subcommittee developed a plan for selecting libraries to be queried on their use of correctional materials and a questionnaire for getting specific data as to the scope of the definition of "corrections" and the use and suitability of existing subject heading systems in providing topical access to publications in the corrections field. [*Edward J. Blume*]